

OLC SECURITY PROCEDURES

1. No piles of papers shall be left out at night. This includes newspapers, bills, reports, etc. Even tho an "unclassified" note is left on top -- it is possible that something classified could get mixed up with them.

2. No papers will ever be left either on the Xerox machine or on the table that the Xerox is on. No screens will be left on the machine or table. The paper for the machine will be kept in the blue cabinet and the screens in the drawer of the table. Anyone, from OLC or any other office, using the machine will be made aware that they are responsible for the papers they are copying and for the copies they make. They are to be sure they take away everything they are using.

3. No one will leave 7D43 or 7D35 unattended with the door open. If you are the only one there and have to leave for even a minute, the door must be closed. This is especially true in 7D35 where Carol's desk is so close to the door.

4. No one from another office will be allowed to just walk through our "suite." This includes people from the Office of Security too. The door between GLC and JGO's offices shall be kept closed at all times. If it is necessary for the door in 7D35 to be locked, then access will be available through the door in GLC's room. If Logistics or Security or any other people need to go through for any reason, they are to be escorted!

5. At night -- the one who turns off the Xerox machine will put the paper tray in the blue cabinet.

These procedures have been approved by the OLC Security Officer.